

Attention:

Law Enforcement Officers

Sexual Assault Crisis Center Victim Advocates

Victim/Witness Program Staff

Prosecutors

Forensic Nurse Examiners

Training for Trainers

Law Enforcement Response to Adult Sexual Assault

Wednesday - Friday
December 12-14,
2007

Chesterfield Police
Academy
Chesterfield, Virginia



The following will be provided for successful applicants:

- ❖ ***Tuition and training curriculum materials***
- ❖ ***Lunch, December 12-14, 2007***
- ❖ ***Lodging for participants traveling over 50 miles***
- ❖ ***In-service credit for law enforcement participants***

Sponsored by
Virginia Department of Criminal Justice Services and
Chesterfield Police Academy

Law Enforcement Response to Adult Sexual Assault Training for Trainers Announcement

The Victims Services Section (VSS) of the Department of Criminal Justice Services is providing an opportunity for trainers of law enforcement officers to obtain advanced skills in the area of sexual assault investigation and updated information about Virginia's sexual assault laws. *The training will focus on non-stranger, adult sexual assault investigations.* This announcement is to encourage chiefs of police, sheriffs, directors of sexual assault crisis centers, and directors of victim/witness programs to identify individuals who would be interested in receiving this specialized training.

The sexual assault curriculum is most effectively delivered by a two-person team - a law enforcement officer and a victim advocate. **Applicants are required to apply as a team, which should include a law enforcement officer and a sexual assault victim advocate. Other criminal justice officials or community members, such as prosecutors, forensic/sexual assault nurse examiners, etc., are also encouraged to apply as part of the team, and will be approved, on a space available basis.**

Nominating Procedures and Related Information

To nominate an individual for this training, review the "*Selection Criteria for Training Participants*" form to ensure that the individual meets the minimum criteria. Then complete the "*Application and Personal Information Sheet*" and return it, with an attached resumé, **by 5:00 p.m. on November 9, 2007** to:

Candace Miles
Department of Criminal Justice Services
Victims Services Section
202 North 9th Street, 10th Floor
Richmond, VA 23219
(804) 371-6507
FAX: (804) 786-7980

Both of these forms are attached for your convenience. Please complete a separate application for each nominee.

The training will take place at the Chesterfield Police Academy, from December 12-14, 2007. DCJS will provide all training materials and lunch each day. There is no tuition fee, but submission of **an application and resumé is required.**

Travel and accommodations are the responsibility of the participant. Scholarships for lodging are available for those participants who must travel 50 or more miles. Partial in-service credit will be available to law enforcement officers who participate.

This program will give localities and state agencies the opportunity to have “experts” trained in the latest techniques for investigating adult sexual assault cases and skills to assist adult sexual assault victims. This training will focus on developing skills to investigate non-stranger, adult sexual assault cases and to work more effectively with victims of these crimes.

Note that this program is an advanced training for skilled instructors, so such topics as trainer floor skills and student learning styles are not covered in this instructors’ school. Participants are expected to already have such training or, if they do not, obtain this training separately, as they are offered regularly through the Virginia Sexual and Domestic Violence Action Alliance Train the Trainer courses and DCJS Instructor Schools.

Applicants must commit to attending all three days of the training to be considered for the instructors’ school.

Applicants will be notified of their acceptance **by email by November 16, 2007.**

**Law Enforcement Response to Adult Sexual Assault
Training for Trainers
Selection Criteria for Participants**

The following criteria will be used to select individuals who will be invited to participate in the “Law Enforcement Response to Adult Sexual Assault” training event. This training event has a limited enrollment and only the top **40** candidates will be selected to participate.

Please complete the attached **application** form, taking care to provide **all** requested information. A **current resumé** must also be provided. An incomplete application may result in a candidate being eliminated from consideration. Preference will be given to candidates who most closely meet the following criteria.

Failure to meet one or more of the criteria will not necessarily disqualify a potential candidate. If you have any questions, please contact Eleanore Ashman at (804) 225-4060 or eleanore.ashman@dcjs.virginia.gov or Kathleen Demro at (804) 371-4809 or kathleen.demro@dcjs.virginia.gov.

- ✓ **Demonstrated Sexual Assault Expertise:** A law enforcement professional or a victim advocate or other team member with sexual assault expertise obtained through education, training, experience, or an acceptable combination thereof.

- ✓ **Demonstrated Training Proficiency:**
A **law enforcement professional**, who is a DCJS certified criminal justice instructor, has two or more years law enforcement training experience, has five or more years street experience, or an acceptable combination thereof.

A **victim advocate**, who has two or more years training experience, has five or more years of experience working with victims of sexual assault, or an acceptable combination thereof.

Other team members (e.g. **prosecutors, forensic nurse examiners**) who have two or more years training experience, have five or more relevant field experience, or an acceptable combination thereof.

- ✓ **Current Training Status:** A law enforcement professional or sexual assault victim advocate or other team member who is an active trainer and who has taught at least twice within the past twelve months.

- ✓ **Current Training Responsibility:** A law enforcement professional or victim advocate or other team member who has or will have responsibility for sexual assault training at the recruit, investigator, or executive level.

- ✓ **Agency Endorsement:** A law enforcement professional or sexual assault victim advocate or other team member who has the endorsement and support of his/her agency administrator for continued delivery of training in his/her region or area of the state.
- ✓ **Collaborative Approach:** A law enforcement professional and sexual assault victim advocate (and other team members) who will attend the training together and who will train as a team.
- ✓ **Resumé:** A current resumé for each participant

Certificates of completion and/or law enforcement credit will be awarded to participants who successfully complete the training.

Complete an application form for each candidate and return **by 5 p.m. on November 9, 2007** to:

Candace Miles
Department of Criminal Justice Services
Victims Services Section
202 North 9th Street, 10th Floor
Richmond, VA 23219
Phone: (804) 371-6507
FAX: (804) 786-7980
e-mail: candace.miles@dcjs.virginia.gov.

Law Enforcement Response to Adult Sexual Assault Training for Trainers Application and Personal Information Sheet

A separate application must be completed for each individual requesting attendance. Resumés for each participant must also be provided. Please submit applications and resumés for your team together. Type or print legibly in black ink. Please make copies of this form.

Name	Rank/Title
Agency	Telephone
Address	FAX
E-Mail (REQUIRED)	Name of Other Team Member(s): (REQUIRED)
Date of Employment	Length of Service

How many years have you worked as a <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;">Law Enforcement Officer?</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Victim Advocate?</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Prosecutor?</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Forensic Nurse?</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Other (specify)</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	Law Enforcement Officer?		Victim Advocate?		Prosecutor?		Forensic Nurse?		Other (specify)		Please check how many adult sexual assault cases/victims you work with in a year? <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">5 – 10</td> <td style="width: 30%; border-bottom: 1px solid black;"><input type="checkbox"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;">11 – 20</td> <td style="border-bottom: 1px solid black;"><input type="checkbox"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;">21 or more</td> <td style="border-bottom: 1px solid black;"><input type="checkbox"/></td> </tr> </table>	5 – 10	<input type="checkbox"/>	11 – 20	<input type="checkbox"/>	21 or more	<input type="checkbox"/>
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Other (specify)																	
5 – 10	<input type="checkbox"/>																
11 – 20	<input type="checkbox"/>																
21 or more	<input type="checkbox"/>																

Prior Adult Sexual Assault Training Received

Name of Training Event	Date	Hours
Name of Training Event	Date	Hours
Name of Training Event	Date	Hours
Name of Training Event	Date	Hours
Name of Training Event	Date	Hours

Are you a state certified criminal justice instructor? ☐ yes ☐ no
Please specify date of certification. _____

Have you completed the VSDVAA (formerly VAASA and VADV)
Train the Trainer Course? ☐ yes ☐ no
 On domestic violence? ☐ yes ☐ no
 On sexual assault? ☐ yes ☐ no
Please specify date(s) of completion. _____

Have you taught at least twice in the past twelve months? ☐ yes ☐ no
Please specify dates, title of training events.

Prior Experience as a Trainer

Subject Taught	Audience	Hours
Subject Taught	Audience	Hours
Subject Taught	Audience	Hours
Subject Taught	Audience	Hours
Subject Taught	Audience	Hours
Subject Taught	Audience	Hours

By recommending this participant, I agree to have the attendee act as a resource person for other agencies and training academies in this region.

Signature of Agency Administrator

Title

Date

Mail a copy of this form, with signature of agency administrator by **November 9, 2007 to:** Victims Services Section, Department of Criminal Justice Services, 202 North 9th Street, 10th Floor, Richmond, VA 23219, Phone:(804) 371-6507, FAX: (804) 786-7980, or e-mail to candace.miles@dcjs.virginia.gov.

